

## ARTICLE 1

### PERSONNEL ADMINISTRATION

#### Section 3-1-1. Purposes of Article; Definitions.

(a) Purposes. The purposes of this Article are:

(1) To place personnel administration on a merit basis in order to attract and retain for public service in the County Government employees with integrity and superior ability;

(2) To strengthen the effectiveness of the County Government through the improvement of personnel administration;

(3) To provide for a County merit system under which recruitment, appointment, and advancement of covered employees will be on a competitive basis, free of discrimination on the basis of race, color, national origin, religion, sex, age, political affiliation or handicap, and which will be administered in conformity with the Merit Principles set forth by the U.S. Office of Personnel Management (5 CFR 900) under authority of the Intergovernmental Personnel Act of 1970, as amended;

(4) To provide for an exempt service which will be limited to positions so designated in accordance with this Article or by Personnel Regulations.

(b) Authority. The authority for this article is contained in Va. Code Ann. §15.2-1506, which reads, in part, as follows: "Notwithstanding any other provision of law to the contrary, the governing body of every county, city and town which has more than fifteen employees shall establish by June thirty, nineteen hundred seventy-four, a grievance procedure for its employees to afford an immediate and fair method for the resolution of disputes which may arise between such public employer and its employees and a personnel system including a classification plan for service and uniform pay plan for all employees;" and Va. Code Ann. §15.2-807, which reads, in part, as follows: "All appointments shall be on the basis of ability, training and experience of the appointees which fit them for the work which they are to perform."<sup>1</sup>

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<sup>1</sup>As to appointment, tenure, suspension or removal and compensation of officers and employees, see Va. Code Ann., § 15.2-807, 15.2-808 and 15.2-809.

(c) Applicability.

(1) This Article applies to all employees in the administrative service of the County who are appointed by the Board of Supervisors, County Executive or the head of a department, as provided in Va. Code Ann. §15.2-807.<sup>2</sup>

(2) This Article and any regulations or administrative directives or procedures issued under its authority also may be applied to designated employees of other public agencies within the County, pursuant to written agreements between the heads or governing boards of such agencies and the Human Resources Director of the County, subject to approval of the County Executive and Board of Supervisors, to the effect that the conditions of employment of such employees are to be administered under this Article in the same manner as if those employees were in the administrative service of the County.<sup>3</sup>

(d) Definitions.

(1) Personnel Regulations. A body of rules governing County personnel administration issued under authority of this Article by the Board of Supervisors after consideration of the recommendation of the County Civil Service Commission, and having the effect of ordinance.

(2) Competitive service. All positions not specifically designated as exempt positions in accordance with this Article, and the employees appointed to fill such positions. Competitive positions must be filled in accordance with merit principles. Persons in the competitive service are considered career employees. They have all rights, benefits, privileges, protections and obligations set forth in this Article and Personnel Regulations.

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<sup>2</sup>Wherever used in this Article, the term "department" means "department," "office," "agency," or other administrative unit, the director of which reports to the County Executive, either directly or via a deputy county executive. Elected officials, persons appointed to fill vacancies in elective offices, and members of boards, authorities and commissions appointed by the Board of Supervisors are not employees in the sense of this article, although they may be compensated and receive such other benefits as State law or regulations, County ordinance or the Board of Supervisors may authorize.

<sup>3</sup>Public agencies authorized to execute such agreements include (but are not limited to) the offices of Constitutional Officers and individual members of the Board of Supervisors, the School Board, the Library Board, the Park Authority, the Housing Authority, the Fairfax/Falls Church Community Services Board, the Economic Development Authority, the Water Authority, the Industrial Authority, similar agencies established by the Board of Supervisors in the future, community centers and other service agencies established in small districts under authority of the Board of Supervisors, and State agencies located in and serving the County where such agreements are consistent with State law and regulations. Employees whose conditions of employment are to be administered pursuant to such agreements may be either merit system or exempt employees, as defined in this Article, whichever is specified in the applicable agreement.

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(3) Exempt service. Positions which are specifically so designated in accordance with this article and Personnel Regulations, and employees appointed to fill such positions. Exempt personnel are not merit employees. They may be appointed, classified, promoted to other exempt positions, demoted to other exempt positions and discharged without regard to the restrictions

contained in this Article and Personnel Regulations, which apply to the competitive service. They are entitled to only such employee rights and benefits as are provided for various categories of exempt personnel elsewhere in this Article and Personnel Regulations or by the Board of Supervisors or in procedural directives issued by the County Executive or his or her designee.

(4) Full-time position. Any position, whether authorized for the competitive service or exempt, which is authorized to be filled for at least 2080 scheduled hours in 12 consecutive months.

(5) Part-time position. Any position, whether authorized for the competitive service or exempt, which does not meet the above criteria for full-time positions.

(6) Full-time employee. Any employee, whether in the competitive service or exempt, who is regularly scheduled to work at least 2080 hours in 12 consecutive months.

(7) Part-time employee. Any employee, whether in the competitive service or exempt, who does not meet the above criteria for full-time employees.

(8) Probationary employee. Any employee in the competitive service serving in a probationary appointment as defined in § 3-1-13 of this Article and Personnel Regulations.

(9) Merit system. The system of personnel administration applicable to the competitive service. It includes the provisions of this Article, other applicable provisions of County ordinances, County Personnel Regulations and all applicable and lawful personnel management directives of the Board of Supervisors, County Executive or Human Resources Director.

(10) Merit employee. Any employee in the competitive service.

(11) Department Head. An employee appointed by the Board of Supervisors to oversee, direct, or manage a major functional division of County government, whether formally known as a department or not, under the general direction of the County Executive, and to act as the appointing authority for the positions assigned to that organization. All department head positions are assigned to the exempt service. All persons appointed as department heads on or after July 1, 1987, are exempt employees. Any department head appointed as a department head on or after July 1, 1987, may be removed by the Board of Supervisors with or without cause and in any event, may not grieve his or her removal under the County's grievance procedures.

### **Section 3-1-2. County service and divisions thereof.**

(a) The County service shall be divided into an exempt service and a competitive service. Exempt employees shall not be appointed to positions in the competitive service except through the competitive process specified in this Article and in Personnel Regulations. A member of the exempt service may become a member of the competitive service only through appointment to a position in the competitive service through the competitive selection process specified in this Article and in the Personnel Regulations. Thus, service in the exempt service shall not by itself permit an employee to become a member of the competitive service.

(b) The following employees shall constitute the exempt service.

(1) The County Executive, County Attorney, deputy county executives, executive assistants to the County Executive, department heads appointed after July, 1987 and office staffs of members of the Board of Supervisors.

(2) Employees who are engaged under contracts.

(3) Employees appointed under the provisions of the procedural directives governing the exempt service with limited tenure not to exceed 24 consecutive biweekly pay periods or with hours worked not to exceed 1,039 in one year.

(4) Employees administered pursuant to an agreement executed in accordance with § 3-1-1(c)(2) of this Article, provided that they are designated exempt in such an agreement.

(5) Assistant registrars and all election officials employed by the Electoral Board.

(6) Employees who are providing services pursuant to requirements contracts such as fee class instructors.

(c) The County Executive shall issue procedural directives, with the approval of the Board of Supervisors, for administration of the exempt service. Only such provisions of this Article and of Personnel Regulations, which specifically state that they are applicable to exempt employees, or which are made applicable through procedural directives provided herein, shall apply to the exempt service.

(d) All other employees to whom this Article applies are in the competitive service, except as otherwise provided by state law or regulation. They shall be appointed, promoted, demoted, transferred or dismissed solely on the basis of merit and fitness in accordance with the provisions of this Article and Personnel Regulations.

**Section 3-1-3. Existing employees to retain positions; acceptance of non-competitive appointment by a merit system employee.**

(a) All persons in the County service holding positions included within the competitive service, as defined in this Article, on May 18, 1987 shall be continued in their respective positions, without further examination. All persons appointed competitively before May 18, 1987 to positions which become exempt as a result of this amendment or later amendments to this Article shall have the rights, privileges, benefits and protection of the merit system while serving in the positions they occupied on the date of such amendment, unless they subsequently elect to accept exempt appointments. Any such employees who may become subject to removal for disciplinary reasons shall be removed in accordance with the provisions of this Article and the Personnel Regulations adopted thereunder.

(b) Except as otherwise provided in Personnel Regulations, any employee in the competitive service who accepts an appointment to an exempt position thereby forfeits the rights, privileges, benefits and protections accorded to competitive service employees and shall be entitled to only such rights, privileges, benefits and protections as are authorized for the exempt position which the employee has accepted; provided that:

(1) Upon termination of the exempt appointment for any reason other than misconduct, the employee may be reinstated in his or her former merit system class, grade and salary, as provided in Personnel Regulations. Any appointment to a different class within the competitive service shall be on a competitive basis, except that an appointment to a lower ranked class within the same series shall be considered a reinstatement.

(2) If the employee's merit system position and the exempt position are covered by different retirement systems, the provisions of later Articles of this Chapter which govern those retirement systems will apply upon acceptance of the exempt appointment and, if applicable, upon reinstatement or reappointment to any merit system position.

#### **Section 3-1-4. Responsibility and duties of County Executive.**

(a) In the administration of the personnel system established by this Article, the County Executive shall have the authority and shall be required:

(1) To administer the merit system, through both his or her general authority as administrative head of the County and through his or her authority to supervise the Human Resources Director, subject to the Personnel Regulations adopted hereunder.

(2) To recommend proposed Personnel Regulations to the County Civil Service Commission and the Board of Supervisors.

(3) In the event of a vacancy in the position of Human Resources Director, to designate a qualified member of the County staff temporarily to perform the duties of the Human Resources Director.

(4) To cooperate with and render necessary assistance to the County Civil Service Commission.

(5) To confer with and receive advice and counsel from the Employees Advisory Council upon the Personnel Regulations and such other matters as may be deemed appropriate.

#### **3-1-5. Human Resources Director; qualifications; appointment.**

(a) The Human Resources Director shall be a person trained and skilled in personnel administration, with knowledge of and interest in public personnel administration.

b) The Human Resources Director shall be appointed by the Board of Supervisors upon the recommendation of the County Executive.

### **Section 3-1-6. Human Resources Director, responsibility and function.**

- (a) The Human Resources Director shall serve as head of the Department of Human Resources.
- (b) The Human Resources Director shall have the following functions and responsibilities:

(1) To give leadership and to issue procedural instructions and interpretations of this ordinance and Personnel Regulations to department heads and other officials to ensure that the personnel function is administered in accordance with law, regulations and sound principles of public personnel management. To ensure compliance with equal employment opportunity laws and regulations. To stimulate all supervisory personnel to use the most effective methods of utilization and coordination of employee abilities and skills.

(2) To conduct open competitive assembled, unassembled or other types of examinations for all original appointments in the competitive service and promotional examinations for all promotional appointments in the competitive service. To conduct appropriate examinations for original and promotional appointments for certain exempt positions, including all project positions and any other exempt positions for which the appointing authority requests such examinations. To publicize all competitive examinations. To recruit qualified personnel for the County's competitive service; provided, that in formulating examinations appointing authorities shall be consulted concerning their personnel requirements and the qualifications necessary to perform the work. With the concurrence of the County Executive and subject to the availability of appropriated funds, to offer monetary awards, up to but not exceeding \$5,000, or five per cent (5%) of the employee's annual salary, whichever is greater, to current County employees for referring qualified applicants for critical vacant positions in the County service who are subsequently hired and remain in such positions for such period of time as determined by the Director of Human Resources and to successful applicants for such critical positions who remain employed in such period of time as determined by the Director of Human Resources.

(3) To establish and as necessary to maintain eligible lists, based on such examinations, for each class of positions in the competitive service to which appointments are to be made when, in the opinion of the Human Resources Director, the volume of appointments warrants the establishment and maintenance of such lists.

(4) With the approval of the County Executive, to enter into agreements with other public personnel departments or agencies (local, regional, state or federal) for the joint administration of examinations and the joint use of eligible lists resulting therefrom.

(5) To maintain the Position Classification Plan and to prepare and recommend to the County Executive amendments to the Plan.

(6) To maintain the Compensation Plan and to prepare and recommend to the County Executive amendments to the Plan.

- (7) To administer the Position Control and Payroll System.
- (8) To maintain a roster of central personnel records for all employees in the competitive and exempt services which shall specify as to each such person the class title of all positions held; the current salary or pay rate; any changes in class title, salary or pay; records of performance evaluations, formal disciplinary actions, commendations or awards; and such other data as may be deemed useful or significant in the development of a career service.
- (9) To direct and enforce the maintenance by all departments of the County of such personnel records of employees in the competitive service as he or she shall prescribe, and to specify the kinds of personnel records to be kept by other public agencies for which the Department of Human Resources provides personnel administration services in accordance with § 3-1-1(c)(2) of this Article.
- (10) To certify approved appointments and ensure that no payments shall be made to any person through the payroll system unless so certified.
- (11) To assist department heads in developing systematic programs of in-service training for members of the competitive service, for the purpose of bettering their performance and of qualifying them when practicable for consideration when vacancies occur in the service of the County.
- (12) To develop and administer a system of employee performance evaluation and to make information about individual employee performance available to appointing authorities when requested in connection with selection of personnel for appointment, promotion, training, assignment, or other personnel actions and to the Civil Service Commission when requested in connection with appeals or grievance hearings.
- (13) To coordinate employee relations.
- (14) To provide and administer a grievance system as required by State law, and to investigate alleged violations of this Ordinance, Personnel Regulations and other laws and regulations applicable to personnel administration with the Fairfax County Government.
- (15) To develop and administer employee health, safety and welfare activities.
- (16) To confer with the Employees Advisory Council and to cooperate with that council in provision of voluntary recreational, welfare, educational and related activities for the benefit of employees.
- (17) To investigate the operation and effect of this Article, and any amendments thereto hereafter adopted by the Board of Supervisors and the Personnel Regulations adopted thereunder, and report his or her findings and recommendations to the County Executive at least annually.

(c) The Human Resources Director shall administer all employee benefits programs which may be established by ordinance, under the Personnel Regulations or by a plan adopted by resolution of the Board of Supervisors, unless some other officer, employee, or entity is specifically designated to do so.

(1) The term "Employee Benefits Program" shall include, but is not limited to group medical insurance and group term life insurance, and all benefit options offered under a "cafeteria plan" under U.S. Internal Revenue Code § 125, which may be adopted by the Board of Supervisors.

(2) The Human Resources Director is specifically delegated the authority, with respect to any employee benefit program established by a plan adopted by the Board of Supervisors by resolution, to make such changes in the benefit options and conditions offered as may be in the interest of the County and its employees, within the limits of funds appropriate and available for such purposes; provided however, no such change shall be of any effect until approved by the Board of Supervisors. In any event, any such change which requires a change in the salary reduction amount under a duly enacted "cafeteria plan" under I.R.C. § 125 shall be of no effect until an appropriate amendment has been made to the Compensation Plan.

(d) Notwithstanding any other provision of this Code to the contrary, and in addition to any other provisions thereof, the Board authorizes, subject to the availability of appropriated funds, the payment of monetary incentives, awards and bonuses to employees in the County service for exceptional services rendered by employees. Such incentives, awards or bonuses may not exceed \$5,000, or five percent (5%) of the employee's annual salary whichever is greater. Such incentives, awards and bonuses may be offered and paid for such exceptional services as defined in the procedural directives issued by the County Executive or his/her designee, including, but not necessarily limited to, any or all of the following purposes.

- (1) individual incentive awards,
- (2) special recognition awards,
- (3) work group/excellence awards,
- (4) certification/proficiency attainment bonuses,
- (5) organization-wide awards,
- (6) outstanding performance awards,
- (7) managerial excellence awards,
- (8) departmental honors awards,
- (9) peer awards,



- (10) spot incentives/awards,
- (11) suggestion awards, and
- (12) lead worker incentives

The Human Resources Director shall administer the incentive award and bonus program. The types of incentives, awards and bonuses and the types of exceptional services for which they may be granted, the amount of particular incentives, awards and bonuses, and the selection criteria and process for particular incentives, awards and bonuses shall be set forth in the procedural directives issued by the County Executive. (7-87-3; 26-98-3, xx-00-3).

**Section 3-1-7. County Civil Service Commission established.**

There is established the Fairfax County Civil Service Commission.

**Section 3-1-8. County Civil Service Commission; jurisdiction.**

The jurisdiction of the County Civil Service Commission shall be limited to the competitive service.

**Section 3-1-9. County Civil Service Commission; quorum; qualifications; term of office; compensation; political activities; removal of members and staffing.**

(a) The County Civil Service Commission shall be composed of five persons who are qualified voters in the County, who have had broad experience in management or public affairs, and who are in full agreement with the application of merit principles in public employment. At least one member of the Commission shall be male, one member shall be female and one shall be a member of a minority group; provided that any three members shall constitute a quorum for the transaction of business whether or not any seat on the Commission shall be vacant.

(b) Members of the Commission shall receive a fee for attendance at meetings as set by resolution of the Board of Supervisors. The Commission shall establish the time and place for regular meetings to be held not less than once a month for eleven months of each calendar year.

(c) Members of the Commission shall hold no paid office or employment under the government of the County, or in any other public agency for which the Department of Human Resources provides personnel services in accordance with § 3-1-1(c)(2) of this Article, while serving as members of the Commission.

(d) Members of the Commission shall be appointed by the Board of Supervisors for terms of four years from the date of appointment.

(e) At its first meeting of the calendar year, after receiving the recommendation of the Commission, the Board of Supervisors shall designate one member of the Commission to serve as chairman.

(f) Any member of the Commission may be removed for good cause shown by majority vote of the Board of Supervisors, but only after the Board of Supervisors has given the member a statement, in writing, of the reasons for such removal and an opportunity to be heard before a public session of the Board of Supervisors.

(g) No member of the Commission, while serving, shall become a candidate for election to public office; nor shall any serving Commissioner be a member of any local, state or national committee of a political party, nor an officer in any organization which actively sponsors and works for the election of candidates to public office.

(h) The Civil Service Commission's staff shall include an Executive Director.

### **Section 3-1-10. County Civil Service Commission; responsibility and duties.**

The County Civil Service Commission shall have the responsibility and shall be required:

(a) To represent the public interest in the improvement of personnel administration in the County service.

(b) To advise the Board of Supervisors, the County Executive and the Human Resources Director in the formulation of policies concerning personnel administration in the competitive service.

(c) To act as an impartial hearing body for appeals and grievances as required by Va. Ann. Code §15.2-1506 and 15.2-1507, under procedures set forth in Personnel Regulations.

(d) To foster the interest of institutions of learning and of civic, professional and employee organizations in the improvement of personnel standards in the County service.

(e) To make at least annually a report of its findings and recommendations concerning the application of this Article. The annual report of the Commission shall be made available to the public concurrently upon presentation to the Board of Supervisors.

(f) To make specific recommendations to the Board of Supervisors concerning changes in state legislation affecting personnel administration.

(g) To perform other duties as set forth elsewhere in this Article or as specified by the Board of Supervisors.

### **Section 3-1-11. Adoption, legal status and scope of Personnel Regulations.**

(a) This article shall be implemented and expanded upon by Personnel Regulations, which shall be issued and maintained by the Human Resources Director after approval by the Board of Supervisors as provided below.

(b) From time to time, the Human Resources Director shall draft proposed changes to Personnel Regulations, consulting affected appointing authorities and the County Executive as appropriate. Such proposed changes shall be forwarded to the Civil Service Commission by the Human Resources Director.

(c) The Commission shall schedule a public hearing on all such proposed changes no later than ninety days after receipt of such proposals from the Human Resources Director. The Commission shall cause to be published, at least once in a newspaper of general circulation in the County, a notice of the time and place of the public hearing, to take place not less than thirty days after the publication of such notice. Copies of such proposed changes shall be made available to the public, heads of departments and the Employees Advisory Council by the Commission.

(d) Following the public hearing before the County Civil Service Commission, the Commission shall make its recommendation thereon to the Board of Supervisors.

(e) The Board of Supervisors shall adopt Personnel Regulations after full consideration of the views of the County Executive, the Human Resources Director, the Employees Advisory Council and the Commission; provided, however, that notwithstanding any provision contained hereinabove to the contrary, the Board of Supervisors may on its own motion adopt or amend the Personnel Regulations if it deems such action to be in the best interest of sound public personnel administration, and provided further that in such event said adopted regulations shall be referred to the County Executive, the Human Resources Director and the Employees Advisory Council for comment, and to the Civil Service Commission for public hearing in accordance with the provisions of subsections (c) and (d) herein, and for review and recommendations to be forwarded to the Board of Supervisors for consideration.

(f) To the extent that they are consistent with this Article, and the Code of Virginia, Personnel Regulations and amendments thereof so adopted shall have the force of law. Any provision of Personnel Regulations which conflicts with this Article or with any future amendments to this article shall be without effect until it has been amended to conform to this Article; but such suspension of effect shall relate only to specific provisions which conflict with this Article and shall not affect other provisions of Personnel Regulations which are not so in conflict.

(g) Among other things, the Personnel Regulations shall provide for equal employment opportunity; the method of holding competitive examinations; the establishment, maintenance, consolidation, and cancellation of eligible lists; certification and appointment of applicants; the administration of the Position Classification Plan and the Compensation Plan; methods of promotion and the application of service ratings thereto; probationary periods of employment; transfers of employees; hours of work, annual leave, sick leave, military leave, and other leaves of absence; overtime pay; temporary appointments; employee performance evaluation; the order and manner in which lay-offs shall be effected; procedures governing discipline and separation; maintenance of

personnel records; procedure for appeals and grievances; and such other matters as may be necessary to provide adequate and systematic handling of the personnel affairs of the County.

### **Section 3-1-12. Appointing authorities.**

(a) Appointing authority means the officer, board, commission, person or group of persons having the power by virtue of State law or County ordinance to make appointments. The appointing authority or his or her designee is the responsible official or body to whom the Human Resources Director certifies lists of eligibles from which appointments shall be made. The appointing authority is generally responsible for personnel administration within a given department. For the purposes of this Article, appointing authorities are described as follows:

(1) The Board of Supervisors shall be the appointing authority for the County Executive, deputy county executives, the County Attorney and department heads under the control of the County Executive. The Board of Supervisors shall consult the County Executive with regard to all such appointments.

(2) The department heads in the above departments are delegated the authority to appoint all employees in their respective department.

(3) The appointing authority for other public agencies within the County which may have executed agreements to administer their personnel under this Article, as provided by Sec. 3-1-1(c)(2) of this Article, shall be the person or body designated as such in the applicable agreement, unless otherwise specified by law or regulation.

(4) Except as otherwise provided in this section or elsewhere by law, the County Executive shall be the appointing authority for the staff, if any, of the Planning Commission, the Civil Service Commission and all boards and commissions whose functions are primarily advisory rather than operating. In making such appointments, the County Executive shall consider the recommendations of the respective boards and commissions.

(b) For any positions not covered by the above descriptions, the County Executive shall be the appointing authority. For new departments, which may be created, the Board of Supervisors shall be the appointing authority for the department head. The appropriate department head shall be the appointing authority for all other employees.

### **Section 3-1-13. Probationary appointments, personnel actions and employee rights of appeal.**

(a) Merit employees shall be subject to such personnel actions as may be ordered or approved by the County Executive or the Human Resources Director, in accordance with Personnel Regulations.

(b) All original appointments in the competitive service shall be made from lists of qualified candidates certified by the Human Resources Director. All original appointments shall be made for a probationary period, the conditions of which shall be governed by the Personnel Regulations. Prior to the conclusion of the probationary period of any employee, his or her service may be terminated by the appointing authority, if in the opinion of the appointing authority the employee does not demonstrate the level of performance required by the position to which he or she was appointed.

(c) Personnel Regulations shall provide procedures for disciplinary actions including suspension, demotion and dismissal.

(d) Merit employees shall be entitled to appeal personnel matters in accordance with the grievance procedures adopted by the Board of Supervisors.

#### **Section 3-1-14. Promotions.**

(a) Vacancies in higher positions in the competitive service shall be filled as far as practicable by promotion from lower classes. When the County Executive or the Human Resources Director determines that there is an insufficient number of well-qualified eligibles within the service, or to achieve a balanced work force in accordance with an Affirmative Action Plan approved by the Board of Supervisors, he or she may direct that the competitive examination for such positions shall be open not only to members of the competitive service but also to all other qualified persons.

(b) All examinations for promotions shall be conducted by the Human Resources Director in accordance with the Personnel Regulations. The qualified candidates shall be certified to the appointing authority as specified in Personnel Regulations and all promotional appointments shall be made from among the persons so certified. A change from a position in any class to a position in another class for which a higher minimum rate of pay is prescribed shall be considered a promotion if such change is the result of a competitive process as provided in this Article and Personnel Regulations.

(c) All promotional appointments shall be made for a probationary period, the conditions of which shall be governed by Personnel Regulations. Prior to the conclusion of the probationary period of any promoted employee, he or she may be demoted under conditions specified in Personnel Regulations if, in the opinion of the appointing authority, concurred in by the Human Resources Director, the employee does not demonstrate the level of performance required by the position to which he or she was promoted.

#### **Section 3-1-15. Position Classification Plan.**

(a) All positions in the competitive and exempt services shall be classified by the Human Resources Director and allocated to an appropriate class in accordance with the character, difficulty and responsibility of assigned duties. Personnel Regulations shall provide for the preparation and administration of the Position Classification Plan.

(b) It shall be the duty of the Human Resources Director to review specifications for each class of positions, on a recurring basis so that approximately one-fifth of all classes are reviewed each year and every class is reviewed at least once every five years. Appointing authorities may be consulted where appropriate. Based upon such review, the Human Resources Director shall submit recommendations to the County Executive for modifying class specifications, if such be found necessary. Except as provided below, such modifications shall take effect and become part of the Position Classification Plan when approved by the County Executive.

(c) Where such recommendations include abolition of one or more classes within the merit system, the County Executive shall forward them to the Board of Supervisors for final approval.

(d) Where such recommendations include creation of one or more classes within the merit system, the County Executive shall review them, and if he or she concurs in the recommendations, such recommendations shall take effect. The County Executive shall inform the Board of such changes on a quarterly basis.

(e) Upon the recommendation of the Human Resources Director, the County Executive may approve specifications for exempt classes or classes which will be used to classify positions in non-County agencies for which the County provides payroll services but does not provide a full personnel administration system.

(f) No person shall be appointed to or employed in a position in the competitive service under any class title, which has not been approved in accordance with the provisions of this Article.

(g) Employees who feel that they have been adversely affected by the allocation or reallocation of a position to a class or by any changes in the Classification Plan shall be afforded a right of appeal under Personnel Regulations.

(h) No position in the competitive service shall be filled other than on a temporary appointment basis by any person who does not meet the qualification requirements for that position as set forth in the class specifications which are a part of the Position Classification Plan, except that the Human Resources Director may approve such an appointment on a training basis at a reduced rate of pay for a longer period in accordance with a written agreement as provided in Personnel Regulations.

### **Section 3-1-16. Compensation Plan.**

(a) There shall be a Compensation Plan consisting of two parts. The first part shall assign a pay grade to each class in the Position Classification Plan. The second part shall assign a pay range to each such grade. Pay ranges for non-public safety classes shall provide for a minimum, mid-point and maximum rate of pay and shall provide for annual percentage increases not to exceed seven (7) percent, following an employee's annual performance review, depending on how the employee failed to meet, met or exceeded the performance standards established for such increases. Pay ranges for public safety classes shall provide for a minimum and a maximum rate of pay and shall provide for regular increments within such range to be earned by length of service and performance exceeding minimum standards for satisfactory work performance. Each such pay grade and range shall be

determined with due regard to the pay practices which are competitive with public and private organizations in the Washington, D.C. metropolitan area with whom the County competes for talent; pay ranges for other classes the duties of which are similar or of equal difficulty or responsibility; minimum qualifications required; and any other factors that may properly be considered to have a bearing upon the fairness or adequacy of the pay range. The Compensation Plan shall also provide for the payment of bonuses not to exceed five (5) percent of an employee's salary on an annual basis to those nonpublic safety employees who are at the maximum rate of pay in their pay grade and who, following their annual performance review, met or exceeded the performance standards set for the award of such bonuses.

(b) The Compensation Plan adopted by the Board of Supervisors in effect May 18, 1987 shall continue in effect until amended in accordance with the provisions of this Article.

(c) At least once each fiscal year, the Human Resources Director shall review the Compensation Plan and forward such recommendation for change as he or she may have to the County Executive. Except as otherwise provided in subsection (d) of this Section, the County Executive's recommendations for amendment or revision shall be forwarded to the Board of Supervisors. The Board of Supervisors may seek the advice of the Civil Service Commission on compensation matters where it considers the public interest sufficiently involved. The Board of Supervisors shall not increase or decrease any individual salaries but shall act solely with respect to the Position Classification and Compensation Plans. Any action affecting a class or pay grade and salary shall affect all employees in that class or grade and salary; provided however, that this sub-section does not preclude an employee and the County from entering into a salary reduction agreement pursuant to a duly enacted employee benefit "cafeteria plan" under U.S. Internal Revenue Code § 125. If an employee benefit "Cafeteria Plan" pursuant to I.R.C § 125 is adopted by the Board of Supervisors, the Compensation Plan shall include a table detailing the salary reduction amount required for each benefit option offered. Such table may be amended from time to time in accordance with the provisions of this Article.

(d) The County Executive may assign any new class established by him or her pursuant to Section 3-1-15(c) to the appropriate pay grade on an existing pay schedule and may reassign any single position class to a different grade on any existing pay schedule. In making such assignments or re-assignments of pay grades to such classes, the County Executive shall give due regard to the pay practices which are competitive with public and private organizations in the Washington, D.C. metropolitan area with whom the County competes for talent; pay ranges for other classes the duties of which are similar or of equal difficult or responsibility; minimum qualifications required; and any other factors that may properly be considered to have a bearing upon the fairness or adequacy of the pay range.

(e) The above provisions shall not be taken to preclude the adoption of more than one pay schedule within the Compensation Plan, provided that each pay schedule as adopted conforms to the requirements and standards of this Article.

### **Section 3-1-17. Employees Advisory Council; members; duties.**

(a) There shall be an Employees Advisory Council to provide a continuing medium through which all employees in the competitive service may contribute their advice and suggestions for the improvements of a career merit system and other aspects of the administration of the government of Fairfax County. Rules for election of Council members and the Council's by-laws shall be subject to approval of the Civil Service Commission.

(b) In addition to conferring with the Human Resources Director, the County Executive, and the Commission, the Employees Advisory Council may undertake to sponsor such voluntary recreational, welfare, educational and related activities as will contribute to employee well-being and to building harmonious and effective relations among all employees of Fairfax County and their families.

### **Section 3-1-18. Retirement systems; continuous; amendments.<sup>4</sup>**

The retirement systems for employees of the County heretofore established shall continue in force and effect, subject to the right of the Board of Supervisors to amend such systems by subsequent ordinance.

### **Section 3-1-19. Protection of legitimate political activity of employees; restrictions.<sup>5</sup>**

(a) All employees of the County shall be protected against any unwarranted infringement of their rights as American citizens to vote as they choose, to express their opinions in private, and to join any legitimate political organization whose purposes are not inconsistent with their loyalty to the United States.

(b) It shall be unlawful for any official in the service of the County to reward or to discriminate against any applicant for a position in the competitive service or any merit system employee because of his or her political affiliations or political activities as permitted by this Section, except as such affiliation or activity may be established by law as disqualification for employment by the County.

(c) The County Executive is hereby authorized and directed to acquaint County employees with the provisions of this Article protecting them against intimidation, coercion and discrimination on account of such legitimate political activities.

(d) Any County employee who feels that he or she has been intimidated in violation of the provisions of this Article because of his or her participation or failure to participate in political activities shall be entitled to an appeal thereon pursuant to Section 3-1-13(d) of this Article.

(e) The appointing authority, the County Executive, and the Human Resources Director shall give no consideration to any endorsements or recommendations from any national, state or local political party or officer thereof in making appointments, promotions or dismissals or in any other personnel action.



(f) Any officer or employee in the competitive service of the County who accepts an appointment to or becomes a candidate for election to any federal, local or state public office shall resign his or her position unless, prior to accepting the appointment or becoming a candidate, the officer or employee shall:

(1) Obtain an advisory opinion from the Commonwealth's Attorney stating that his or her off-duty candidacy or acceptance of the appointment and continued status as a County Officer or employee would not constitute a violation of the Virginia State and Local Government Conflict of Interests Act, Va. Ann. Code § 2.1-639.1 et seq.; and

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<sup>4</sup>See Articles 2, 3, 4, 7 and 8 of this Chapter.

<sup>5</sup>Chapter 15 of The Hatch Act (5 U.S.C. §§ 1501 et seq.) imposes additional restrictions on partisan political activities of County employees "whose principal employment is in connection with an activity which is financed in whole or in part by loans or grants made by the United States or a Federal Agency."

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(2) Obtain an opinion from the officer or employee's appointing authority which states that the employee's off-duty candidacy or acceptance of the appointment will not have an adverse impact on the employee's performance of County duties, and that such off-duty candidacy or appointment will not have an adverse impact on the ability of the employee's co-workers to perform their public duties. Before rendering such opinion, the appointing authority shall confer with the employee's immediate supervisors and the County Executive.

(g) Any County officer or employee who desires to become a candidate for public elective office but is unable to obtain the opinions described above may be permitted, in the discretion of the appointing authority, to be absent from his or her duties as a County officer or employee by being placed on leave, without pay, during the period of such candidacy. Any County officer or employee who is elected or appointed to a public office as described herein and is unable to obtain the opinions described above shall resign his or her County position before assuming office.

(h) No person holding a position in the competitive service shall be required by any person or organization to make any contribution to the campaign funds of any political party or any candidate for public office. No officer or employee of the County shall knowingly solicit or take part in soliciting any assessment, subscription or contribution for any political organization, namely one which sponsors and works actively for the election of candidates to public office, or for any political candidate from any employee in the competitive service.

(i) Except as specified in subsection (h) above, nothing in this Article shall limit the right of any County officer or employee to take part in the management of any political party or other group which sponsors candidates for election to local, state or national public office, provided that such activity is not conducted during the employee's working hours or at the employee's place of work; or to limit any officer or employee's rights as a citizen to express his or her opinion or to vote.

### **Section 3-1-20. Off-duty employment of police officers.**

The Chief of Police shall promulgate reasonable rules and regulations which permit law enforcement officers to engage in off-duty employment which may occasionally require the use of their police powers in the performance of such employment.

### **Section 3-1-21. Prohibited practices.**

(a) No person shall willfully make any false statement, certificate, mark, rating or report in regard to any test, certification, promotion, reduction, removal or appointment held or made under the provisions of this Article or in any manner commit or attempt to commit any fraud preventing the impartial execution of the Personnel Regulations adopted pursuant to this Article.

(b) No person shall, either directly or indirectly, pay, render or give any money, service or other valuable thing to any person for, on account of or in connection with any test, appointment, promotion, reduction or removal in which he or she is concerned.

(c) No officer or employee of the County shall knowingly defeat, deceive or obstruct any person in his or her right to examination, eligibility certification or appointment under this Article or furnish to any person any special or secret information for the purpose of affecting the rights or prospects of any person with respect to employment in the competitive service.

(d) No officer or employee of the County shall discriminate against any employee or applicant for employment with regard to recruitment, application, testing, certification, appointment, assignment, performance evaluation, training, working conditions, promotion, demotion, discipline, lay-off, discharge, or retirement on the basis of race, color, sex, creed, religion, national origin, age or handicap.

(e) No officer or employee of the County shall retaliate against any employee with regard to recruitment, application, testing, certification, appointment, assignment, performance evaluation, training, working conditions, promotion, demotion, discipline, lay-off, discharge, or retirement because the employee has used or has participated in the County's grievance procedure, has complied with any law of the United States, or of the Commonwealth, or has reported any violation of such law to a governmental authority, or has sought any change in law before the Congress of the United States or the General Assembly, or has reported an incidence of fraud, abuse, or gross mismanagement to the Board of Supervisors, the County Executive, or other governmental authority.

### **Section 3-1-22. Penalties for violation of Article and Personnel Regulations.**

(a) Willful violation of the provisions of § 3-1-19 or § 3-1-21 of this Article or of Personnel Regulations shall constitute grounds for dismissal from the County competitive service. In the discretion of the appointing authority, a lesser penalty may be imposed under extenuating circumstances, but in no case shall the penalty for willfully engaging in prohibited political activities be established at less than thirty days' suspension from duty without pay.

(b) Any person not in the competitive service of the County who by himself or herself or with others willfully violates any provisions of this Article or of the Personnel Regulations hereunder shall be guilty of a misdemeanor, and shall, upon conviction thereof, be punished as provided in § 1-1-12.

(c) Any person who is convicted under this Section shall, for a period of five years, be ineligible for appointment to or employment in a position in the service of the County, and, if her or she be an officer or employee of the County, shall immediately forfeit the office or position he or she holds.

# **APPENDIX**

## **An Ordinance to Establish**

**A**

**MERIT SYSTEM**

**of**

**PERSONNEL ADMINISTRATION**

**in**

**Fairfax County, Virginia**

Adopted by the Board of County Supervisors  
of Fairfax County, Virginia on January 2,  
1957, and concurred in by the School Board  
of Fairfax County on June 4, 1957. BE IT  
ORDAINED by the Board of County Supervisors  
of Fairfax County, Virginia, as follows:

(CHAPTER 3, ARTICLES 1,2,3,4 and 5 OF THE  
CODE OF THE COUNTY OF FAIRFAX)

**MAY 1987**

Amended February 24, 1992

Amended July 27, 1998

Amended July 12, 1999

Amended April 24, 2000

Amended May 7, 2001